

MICHAEL HARRINGTON, MASS.  
ANDREW MAGUIRE, N.J.  
ANTHONY MOFFETT, CONN.

NINETY-FOURTH CONGRESS  
Congress of the United States

House of Representatives

GOVERNMENT INFORMATION AND INDIVIDUAL RIGHTS  
SUBCOMMITTEE

OF THE

COMMITTEE ON GOVERNMENT OPERATIONS

RAYBURN HOUSE OFFICE BUILDING, ROOM B-349-B-C  
WASHINGTON, D.C. 20515

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SAL STEINER, ILL.  
CLARENCE J. BROWN, OHIO  
PAUL H. McCLOSKEY, JR., CALIF.

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Honorable George Bush  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Director Bush:

This Subcommittee has oversight and legislative jurisdiction of records maintenance policies of federal agencies. In this connection, we are writing to inquire into the policies of your department or agency concerning records disposal, particularly methods and procedures for transferring files and records to the National Archives. We would appreciate it if you would supply the subcommittee with a copy of your latest agreement with the National Archives regarding transfer of papers and a schedule of the content of the most recent transfer. Please also supply the date of the most recent transfer.

We also would like to know your policy on the removal of papers by the Secretary, agency head or other Presidential appointees upon expiration of their terms. If your policy allows for the removal of "personal" papers, please set forth the method, if any, whereby, a determination is made between "personal" and official papers.

Also, what restrictions, if any, are imposed on the removal by an agency official of copies of government documents or other information generated by that official? Are distinctions made between removal of such papers by Presidential appointees as opposed to agency civil servants?

In the last ten years, have there been any instances of administrative penalties imposed or prosecutions brought against any agency employee or official, or former employee or official, for the unauthorized taking or destruction of government records? If so, please supply details.

We would appreciate your early reply to this inquiry.

Sincerely,

*Bella S. Abzug*

BELLA S. ABZUG  
Chairwoman